

Sources Sought

Laboratory and Office Relocation Services

This is NOT a solicitation for proposals, proposal abstracts, or quotations. This is a Sources Sought notice to determine what size companies are able to perform this requirement. The purpose of this notice is to obtain information regarding:

- (1) The availability and capability of qualified small business sources;
- (2) Whether they are small businesses; HUBZone small businesses; service-disabled, veteran-owned small businesses; 8(a) small businesses; veteran-owned small businesses; woman-owned small businesses; or small disadvantaged businesses; and
- (3) Their size classification relative to the North American Industry Classification System (NAICS) code 541990.

Your responses to the information requested will assist the Government in determining the appropriate acquisition method, including whether a set-aside is possible.

A. Background

The Office of Workspace Solutions (OWS), National Institute of Allergy and Infectious Diseases (NIAID), National Institutes of Health (NIH) requires assistance with lab and office relocation services. The purpose of these services is to provide technical expertise and physical support to NIAID federal staff and programs in the Labs and Offices at National and International locations.

OWS has recognized a need to better and more closely manage the activities needed to complete these efforts efficiently, and with limited disturbance to program staff. This will require a "single-point of-contact" procurement support for the NIAID Staging Facility management, relocation, and logistical support for laboratory and associated administrative spaces at NIAID facilities world-wide.

B. Objective:

The objective of this contract is to provide turn-key relocation services in the range of small non-planned moves that arise in the day-to-day operations, to large relocations that are required to support efforts such as construction and whole facility or program relocation. Such larger efforts will require a "one-point-of-contact" procurement support for planning, estimating, oversight, movers, storage and temporary staging, logistics of move management, break down, set-up, and reconfiguration for scientific equipment, furniture, demountable partitions, files, and other various office and lab equipment. These services will take place worldwide.

C. Requirements:

Note that this is a follow on contract requiring work that is specialized in nature and requires a skilled and experienced work force. All DOT and relevant jurisdictional transportation permitting and licensing shall be obtained pertinent to the classification of materials being transported.

The contractor shall provide:

1. Handling, as well as relocation or transportation, of biological and chemical hazardous-materials.
2. Relocation of temperature sensitive specimens and materials.
3. Relocation of live animals.
4. Purging, secure shredding, and secure destruction or disposal services.

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5. Coordination and/or performance of scientific equipment decontamination and other technical preparation by qualified contractor employees, or sub-contracting of certified or manufacturer technicians.
6. Comprehensive spreadsheets, reports, and inventories to accurately account for the history of each relocation effort.
7. An electronic work order system maintained by contractor that is accessible by the Contracting Officer's Representative and tracks the status of each work order associated with the contract, as well as generates detailed reports associated with the given work order.
8. Project management including pre-move planning, estimating, scheduling, and coordination.
9. Disconnection and preparation for moving scientific equipment, phone equipment, fax machines, printers, office furniture and equipment, and moving logistics for the affected NIAID personnel.
10. Labor and materials necessary to relocate the furniture, demountable partitions, file cabinets, and office and lab equipment.
11. Relocation services, including packing and unpacking services for common space and offices, inventorying, proper installation of wall and floor protection, as required, and post-move services such as crate retrieval, file cabinet relocations, installing keyboard trays, and punch list resolution to fine-tune the newly occupied space.
12. Disassembly and reassembly of various types of furniture, and removal and reinstallation of wall mounted items.
13. Temporary storage, staging, inventorying and reporting of furniture, equipment, and other items awaiting move destinations.
14. Post-move evaluation and assistance with completing miscellaneous tasks pertinent to the contract's scope of work, as needed for the resumption of operations.
15. Removal of any debris from vacated or relocated space as generated by the move/relocation.

D. Submission of Capability Statement and Delivery Instructions:

In 10 pages or less, respondents should submit a capability statement of their organization which demonstrates their ability to supply the above requirements (see paragraph C. Requirements).

Responses must reference the sources sought number and include the following:

1. Name and Address of the Company, DUNS number.
2. Size and type of business, pursuant to the applicable NAICS code 541690.
3. Point of contact with name, title, address, phone, fax and email.
4. Capability to provide the specifics of this requirement, with appropriate documentation supporting claims of organizational and staff capability.
5. Capability to manage specialized scientific equipment, and sensitive specimens and materials to also include biological and chemical hazardous materials.
6. Examples of electronic work order system implemented by the organization and documentation supporting its successful and efficient use (not included in the page limit).
7. Examples of prior completed Government contracts, references, the dollar value of that work, and other related information.
8. List of organizations to whom similar types of services have been previously provided and the dollar value of that work.

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Please respond via e-mail with a capability statement sent by **February 27, 2017 at 3:00 PM EST**.

Responses should be addressed to:

Kate Stotish
5601 Fishers Lane 3B37
Rockville MD 20852
E-mail: kate.stotish@nih.gov

E. Disclaimer and Important Notes.

This notice does not obligate the Government to award a contract or otherwise pay for the information provided in response. The Government reserves the right to use information provided by respondents for any purpose deemed necessary and legally appropriate. Any organization responding to this notice should ensure that its response is complete and sufficiently detailed to allow the Government to determine the organization's qualifications to perform the work. Respondents are advised that the Government is under no obligation to acknowledge receipt of the information received or provide feedback to respondents with respect to any information submitted. After a review of the responses received, a pre-solicitation synopsis and solicitation may be published in Federal Business Opportunities. However, responses to this notice will not be considered adequate responses to a solicitation.

Information provided will be used to assess tradeoffs and alternatives available for the potential requirement and may lead to the development of a solicitation.

F. Confidentiality.

No proprietary, classified, confidential, or sensitive information should be included in your response. The Government reserves the right to use any non-proprietary technical information in any resultant solicitation(s).

A company of any size may submit a Capability Statement for this announcement.